

**Job Development Report Directions
2026-2027**

File Name Rules

1. Master File Name: Job Development Report_2026-2027
2. Once downloaded retain a blank copy of the file.
3. Rename the file to JDReport and delete the school year in the title.

Rename File for Each Student

1. Copy the file to each student's electronic folder
2. Rename the file using the following master rule: **6digitOVRCase#districtnameJDReport**
County district example: 356789KentuckyCountyJDReport
County district sans "county" example: 356789KentuckyJDReport
Independent district example: 356789KentuckyIndJDReport
3. Do not include school year in file name. See Step 3 in File Name Rules above.
4. Do not include student name or student initials in file name.

Student Info Tab

1. Student Demographic Data Entry:

Complete ALL cells: Student First Name, Student Middle Name, Student Last Name, Student Preferred Name, SSID Number (State Student Identification Number used by school districts in the Infinite Campus student information system), OVR Case Number (6-digit number is included on OVR authorization forms. If unknown request from the VR Counselor), School Name, District Name, Employment Specialist First Name, Employment Specialist Last Name, OVR Counselor First Name, OVR Counselor Last Name, and current IPE Goal.

2. Sum of Hours and Amount Billed section

The cells in this field are locked. User cannot type into this section. The Hours will calculate from the *Total Time for Activities this Month* cell in each monthly report. The *Amount Billed* will calculate by formula. **Note:** Up to 30 hours per quarter are billable. If a month or quarter is over 30 hours conditional formatting will appear in the "hours" cell (red letters/pink background). If more than 30 hours per quarter are needed for a student contact the VR Counselor. The VR Counselor determines if additional hours needed.

JD Monthly Report Tabs - August through June

1. The demographic data from the *Student Info* tab populates into each monthly report. See the Student Info Tab: Data Entry section for the information that will auto-fill.
2. The Current IPE Goal populates from the *Student Info* tab.
3. Enter the seven-digit authorization number for Job Development from the OVR Authorization form.
4. Total Time for Activities for this Month: The data calculates by formula from the entries in the *Total Time* column.
5. Enter the date of the Job Development activity. Format: m/dd/yyyy
6. Begin Time: Enter the beginning time of activity. Indicate AM or PM (**mandatory**). Example: 9:00 AM or 1:45 PM. There must be a space between the time and AM or PM. If not, the formula in the *Total Time of Activities for this Month* column will not work. Correct: 9:00 AM. Incorrect: 9:00AM.

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7. End Time: Enter the ending time of activity. Indicate AM or PM (**mandatory**). Example: 10:00 AM or 3:00 PM. There must be a space between the time and AM or PM. If not, the formula in the *Total Time* column will not work. Correct 10:00 AM. Incorrect 10:00AM.

8. Total Time of Activity: The total duration of the activity calculates by formula, rounding to the nearest 15-minute increment (i.e., .25, .50, .75, 1.00). The total duration in each cell is added together by formula in the *Total Time for Activities* section of the monthly report.

9. Job Development Area: Click on the Down Arrow that appears when the cell is active to select the Job Development Area. Options in the list include:

- Developing job-related skills for resume building
- Resume development
- Job search aligned with IPE vocational goal
- Networking and contacting employers
- Submitting job applications
- Follow-up with employers on job applications
- Job interview preparation

The Job Development Area list above is comprehensive, aligns with the definition of Job Development, and includes areas needed by a student who is seeking employment aligned with the Individual Plan for Employment (IPE) goal. The list is not exhaustive. See the *CWTP Employment Specialist Procedures Manual* for the full description of each option.

If the Employment Specialist provides an activity that does not fit under a Job Development Area listed above, type "Other Job Development Area" and a description in the Other Important Information cell. This would be a rare occurrence. The added Job Development Area must relate to assisting the student in seeking and attaining competitive integrated employment aligned with the student's IPE vocational goal.

10. Full Name of Site where activity occurred: Enter the full name of location where the Job Development service occurred. Do not use acronyms. Examples: Hart County High School Library, Hart County Public Library, Tic Toc Tire, Dollar Tree, etc.

11. Describe the specific activity/training completed at the site. Include the job-related or job search skill(s) targeted during the session: Enter a description of the activity provided during the Job Development service. The activity must align with the Job Development Area listed. Include the specific job related or job search skill(s) targeted during the session in the description.

12. Based on today's activities, describe what you learned about the student's job-related or job search skills: Enter a description of the student's performance on the job-related or job search skill(s) that were addressed and observed during the Job Development session: Report the skills the student independently used, demonstrated with assistance or prompts, was unable to perform, and did not maintain from a previous session. Note strategies or behaviors the student used to help them perform a task or skill. Describe any challenges faced and how the student responded. Include type of support needed and provided, if any. Tell how the student responded to feedback or redirection.

13. Other Important Information: Describe new information, **if any**, that may affect the student or the services provided. Examples include but are not limited to change in medication, change in behavior, change in residence or living arrangements, or death in the family.

Also see the *Job Development Area* directions for additional use of this cell.

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14. List the specific job-related or job search skill(s) acquired this month. Tell whether the student can apply the skill at work or employment sites in the community: Enter the job-related or job search skills the student consistently demonstrated during or by the end of the month's instruction. Also note whether the student was able to generalize and apply the skills effectively at job sites or in community-based employment settings.

15. Growth is needed in the following job-related or job search skills(s) and will be focused on next month: Enter the job related or job search skills(s) targeted for instruction during the month that the student did not demonstrate, displayed inconsistently, only displayed with some level of prompt, or was not able to apply or generalize effectively at work or employment sites.

16. Enter name of Employment Specialist. Signature of the CWTP Employment Specialist signifies that as of the date signed the information is accurate and verifies the completion of the CWTP service(s) outlined within the report.

17. Enter the date the monthly report is submitted to the VR Counselor.

Monthly Report Submission

1. Save monthly report (worksheet) to PDF format.
file name.

Example: 356789KentuckyJDReport_Aug

Example: 356789KentuckyJDReport_Jan

3. Submit the monthly report to the VR Counselor by the 5th of the following month.

Monthly Report File Name Extensions

Add an underscore _ and the first 3 letters of the name of the month to the end of the file name.

_Aug	August
_Sep	September
_Oct	October
_Nov	November
_Dec	December
_Jan	January
_Feb	February
_Mar	March
_Apr	April
_May	May
_Jun	June

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Invoice Tab

1. The demographic data from the *Student Info* tab will auto-fill into the invoice. See *Student Info Tab: Data Entry* section on page 1 for a list of the information that will auto-fill.
2. School Reporting Quarter: Click on the Down Arrow that appears when the cell is active to select the billing quarter. Q1SFY27 includes August-September, Q2SFY27 includes October-November-December, Q3SF27 includes-January-February-March, and Q4SFY27 includes April-May-June.
3. The *OVR Reporting Quarter* auto-fills upon selection of the *School Reporting Quarter*.
4. Remit: The hours for the services provided populates from the *Sum of Hours* section in the *Student Info* tab. If a quarter is over 30 hours conditional formatting will appear in the "hours" cell (red letters/pink background). If more than 30 hours per quarter are needed for a student contact the VR Counselor. The VR Counselor determines if additional hours needed.
5. Enter name of Employment Specialist. Signature of the CWTP Employment Specialist signifies that as of the date signed, the information is accurate and verifies the completion of the CWTP service(s) outlined within the invoice.
6. Enter date the invoice is submitted to the VR Counselor.

Invoice Submission to OVR

1. Save invoice (worksheet) to PDF format. Rename file by adding an underscore _INV and the invoice quarter at the end of the file name.

Example: 356789KentuckyJDReport_INVQ1

Invoice File Name Extensions

File Name Extension Rule: Add an underscore _ and the INVQ# to the end of the file name.

1st Quarter _INVQ1
2nd Quarter _INVQ2
3rd Quarter _INVQ3
4th Quarter _INVQ4

2. Submit the invoice to the VR Counselor by the 5th of the month following the quarter.

Quarter 1 invoice due October 5

Quarter 2 invoice due January 5

Quarter 3 invoice due April 5

Quarter 4 invoice due no later than July 5. Recommendation: submit as soon as possible upon the completion of services due to the OVR fiscal year end on June 30.